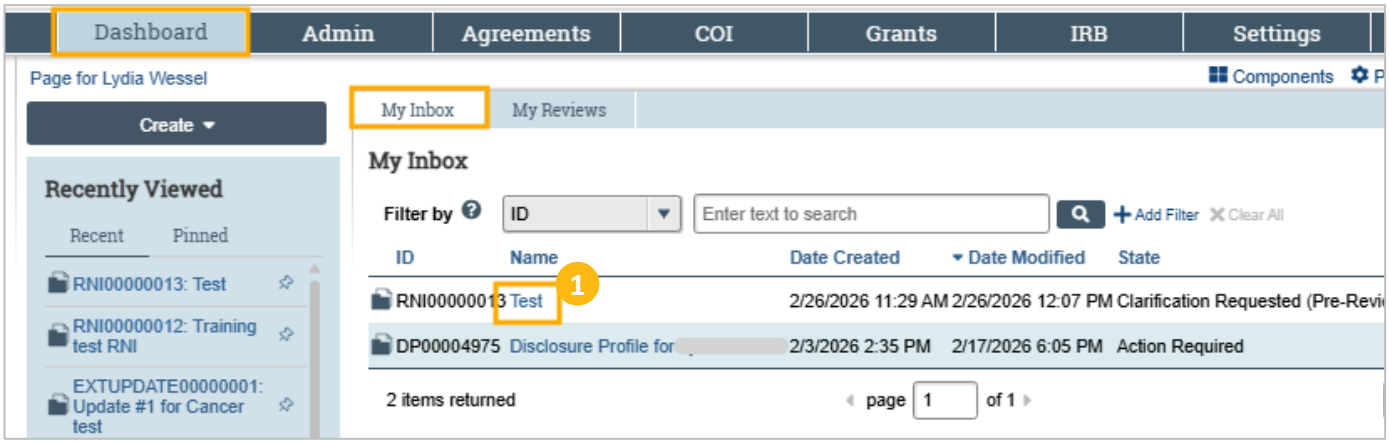
Quick Reference Guide

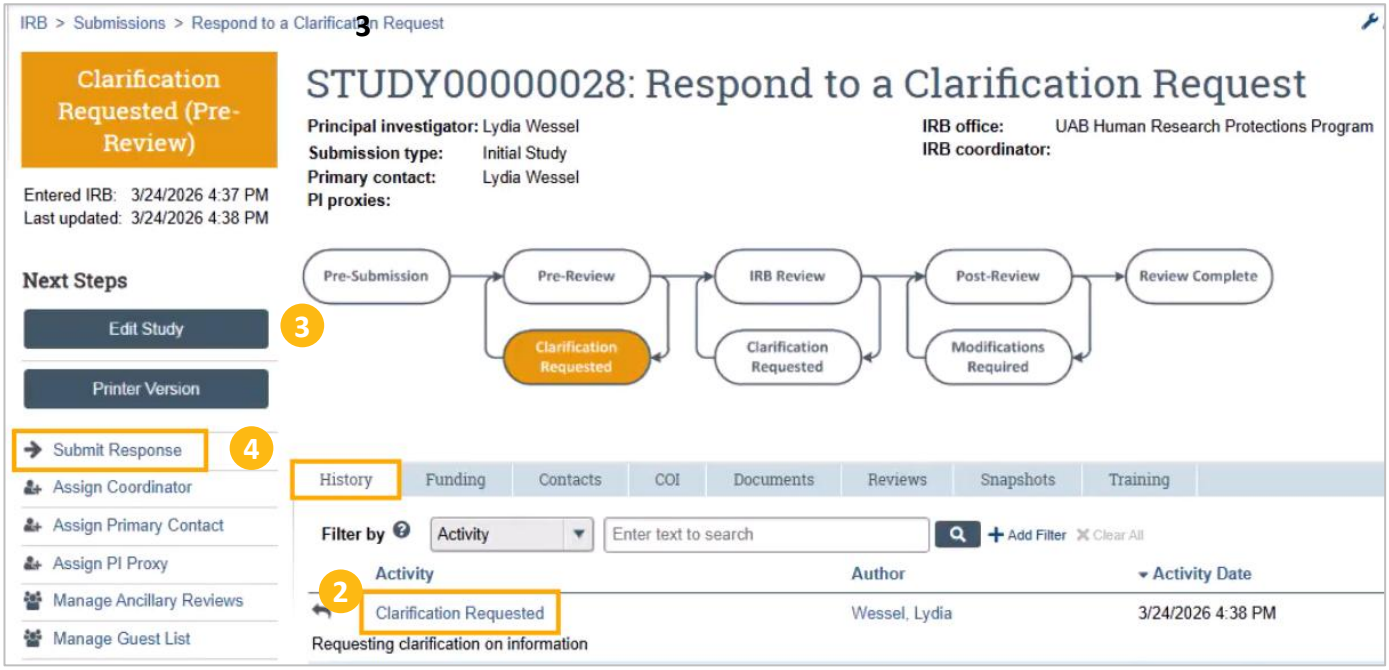
Respond to a Clarification Request

PI's

This guide explains how to respond to a clarification request. You may be asked to provide clarification at Pre-Review and IRB Review. The study or RNI will be in the Clarification Requested, Pre-Review state. Note: you can edit a study or RNI when it is in the Clarification Requested (Pre-Review) or Clarification Requested (Designated Review) states, but you cannot edit it if it is in the Clarification Requested (Committee Review) state.

1. **From your inbox, click on the name of the study or RNI that a clarification is requested for. The process is the same for both RNI and studies.**
2. **View the clarification request in the History section of the workspace.**
3. **Click Edit Study to make the necessary changes to the application and/or update documents as outlined in the clarification request.**
4. **Click Submit Response to send the application and clarification response back to the IRB.**





Respond to a Clarification Request

Note: When you click Submit Response, a window will open where you will explain how you addressed the clarifications in the Notes section. Click OK to submit your response. The study will return to the IRB's workflow.

Important: All requested revisions and updated study documents must be made directly in the application. The Supporting documents section may be used to provide supplemental information for the reviewer, such as a document explaining your response, but should not be used to upload revised study documents in place of updating the application.

